



16/04/2021

Our Ref: JS-31264-s1

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Dear Nickesh,

Re: The basement at 11 & Mindell House, Bloom Street Manchester, M1 3HH.

Further to the receipt of the drawings on the 1st March 2021, and our meeting on site on the 25th March 2021 please find below the detail of our recommendations in respect of structural waterproofing measures.

Further to my past correspondence:

Property Description and Present Conditions:

Property type:

Both buildings are formed over six floors one of which forms a basement within each building, there is also a "sub-basement" level to each of the buildings. Both building are in the early stages of redevelopment and have, or are in the process of stripping out works carried out.

Approx. age:

At the time of writing I don't know the exact age of the but assume it to be around the later 19th century

Topography:

The building occupies a flat and level site.

Below ground wall construction:

All walls at basement level are assumed to be formed in solid masonry.

Below ground floor construction:

I understand the existing floor construction is to be replace with a new concrete floor slab.

History/evidence of flooding/ingress:

At the time of writing I've not inspected the building so present conditions are unknown.

Existing waterproofing:

I design on the basis that no existing waterproofing is in place.

Listing:

The building is grade 2 listed. Given the building is listed the proposed waterproofing system is ideally suited in that minimal to no damage needs to be done to the existing structure, and is easily reversable if needed unlike the barrier taking approach such as sand/cement render or slurries which in most cases are not easily if a tall removable. We take the approach that where fixing plugs are needed these are into mortar beds only, and if required some adhesive injected in the holes to ensure the plugs don't loose and the seal back to the membrane open up which could allow ingress.



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TRIPLE PCA PROJECT OF THE YEAR AWARDS: 2013, 2014 AND 2015

Trace Basements & Trace Remedial Building Services are Trading Names of North West Damp Proof Services Ltd.
Co. No. 1503809, VAT 298631120 Directors: James Hockey, B.A (Hons), CSSW, CSRT, Julia Hockey, Co. Sec.
Established 1974 David Hockey, BSc (Hons) MRICS, CSRT, CSSW, George Hockey, CSRT, MD





Re: **JS-31264-s1** of April 16, 2021, Page 2
Re: 11 & Mindel House, Bloom Street, Manchester, M1 3HH.

Trace have vast experience working on listed building both providing structural waterproofing solutions, damp proofing measures and structural timber repairs, I've included a list below of all the listed buildings we worked on.

With regard to the lift pit, there may be options in respect of the way in which this can be treated.

If we can include a sump pump system within a chamber next to the new lift pit, then this can receive a sump pump system, which can then deal with water from a cavity drainage system formed within the new lift pit.

This is ideal from a waterproofing perspective in that this is an effective low risk method by which the pit can be protected. There is also a European standard which states that there cannot be plant which requires maintenance in a lift pit, which is not associated with the lift, on health and safety grounds, hence inclusion of a sump within a separate pit/chamber formed at the same level as the lift pit. Note that the system must be configured so that no oil contaminated water accesses the waterproofing system.

Alternatively, our recommendation is that the pit structure is formed in reinforced concrete, which allows for more comprehensive waterproofing measures versus masonry.

We would install external tanking to this using Newton Hydrobond, which is a pre-applied 'fully bonded' membrane. Fully bonded in waterproofing terms means that the material is bonded to the structure such that water cannot track along between the membrane and the structure, which is a risk with adhesive membranes for example.

We would also install water bars within the construction joints, using dual water-stops, one being a hydrophilic expanding water-bar and the other an injection hose, which provides a strategy for repair (a requirement detailed within BS8102) despite possible limited access because of lift plant. In the event of penetration at a construction joint we can inject resin/grout through the hose to seal, and then flush through the hose to allow future injection if ever required.

We would also treat the internal face of the concrete in the pit with Newton 104, which is an in-depth crystalline treatment and in many respects is like a post applied waterproof concrete admix, which reacts with free lime and water in the concrete to form an insoluble crystal. This is a pore blocker and capable of dealing with cracks up to 0.3mm, which is the typical maximum allowable crack dimension for structural concrete.

We also discussed that the area proposed to be used as a bin store is to have greater protection than the Grade 1 recommended within my initial recommendations. To achieve the Grade 3 level of protection this would mean environmental controls such as heating and ventilation will need to be included otherwise we will only be able to provide protection to Grade 2. From a waterproofing perspective there is no difference in what our design would seek to achieve in the no water ingress is allowed. As such I'll design on the basis of Grade 2 and if a true Grade 3 is required heating and ventilation will need to be included within the M&E scope. I'll also provide a design which includes protection off the ceiling within this area as it resides below the passageway between the two buildings so is subject to rainfall. I understand external treatment of the area isn't a viable option and one which we would not seek to recommend in an existing structure, but instead provide an internal waterproofing solution.

From our conversations I understand the existing basement windows in 11 are to be retained and new glazing units placed forward of them which will create a small well detail in the base of each window opening, whilst this won't be an external well I'll still include protection of these areas within the scope of the waterproofing proposals. In my experience where windows remain in place in such a location they will in time allow ingress if not already doing so. I'd assume the same approach may also be

Client Scope/Instructions:

I include for specialist waterproofing works only with associated general building works being undertaken by others.

While we may make reference to extents of work below, please refer to the attached drawing for exact scope and extent of work priced.

Objectives:

Grade 2: Within the bin store only.

In situations where we are not lining and protecting all wall and floor substrates, there is theoretical risk that those untreated substrates will be damp and/or wet.

BS8102 Code of practice for protection of below ground structures against water from the ground, classifies any space in which there is scope for capillary or liquid water from an external source (the ground), as a grade 1 environment (see table 2 below).

BS 8102:2009		BRITISH STANDARD
Table 2 Grades of waterproofing protection		
Grade	Example of use of structure ^{A)}	Performance level
1	Car parking; plant rooms (excluding electrical equipment); workshops	Some seepage and damp areas tolerable, dependent on the intended use ^{B)} Local drainage might be necessary to deal with seepage
2	Plant rooms and workshops requiring a drier environment (than Grade 1); storage areas	No water penetration acceptable Damp areas tolerable; ventilation might be required
3	Ventilated residential and commercial areas, including offices, restaurants etc.; leisure centres	No water penetration acceptable Ventilation, dehumidification or air conditioning necessary, appropriate to the intended use
^{A)} The previous edition of this standard referred to Grade 4 environments. However, this grade has not been retained as its only difference from Grade 3 is the performance level related to ventilation, dehumidification or air conditioning (see BS 5454 for recommendations for the storage and exhibition of archival documents). The structural form for Grade 4 could be the same or similar to Grade 3.		
^{B)} Seepage and damp areas for some forms of construction can be quantified by reference to industry standards, such as the ICE's <i>Specification for piling and embedded retaining walls</i> [1].		

Grade 3:

We propose waterproofing measures to allow the formation of an environment to Grade 3 of 'British Standard 8102 Code of practice for protection of below ground structures against water from the ground' where protection and guarantee is provided against water ingress.

Note that Grade 3 states that **no water penetration is acceptable** within residential space.

The formation of a Grade 3 environment is subject to the design, inclusion and correct use of suitable environmental controls (mechanical heating and ventilation) to remove excess moisture vapour resulting from occupational usage so that the basement maintains a comfortable environment between 40-60% relative humidity, free from condensation. This system, which is separate from the structural waterproofing, and not therefore installed by Trace, must be designed by suitably qualified persons.



Please note that there will be some areas of wall which we may not be able to line, such as where electrical boards are present and cannot be removed from walls. In such areas, we cannot guarantee grade 3 (unless removed and reinstated by others), however the vast majority would achieve the above grade.

Please note that we do not allow to manage any statutory processes such as local authority building regulations applications, or obtaining listed building consent. We regularly work with and assist third party consultants managing such processes, where this is required.

Groundwater Risk Assessment:

Waterproofing should be designed in accordance with the *British Standard 8102 Code of practice for protection of below ground structures against water from the ground*, this advising that designers evaluate a given site and undertake a risk assessment in respect of groundwater conditions, this because the extent of water in the ground is the biggest driver of risk.

While we do always make an assessment of conditions within an existing space (while also seeking to understand any existing waterproofing where present), the British Standard also includes the statement that **'even where site investigation indicates dry conditions, the risk of waterlogging at some future time should be assumed'**, and that consideration be given to the fact that groundwater regimes can change in time with increasing rainfall, and that factors such as burst water mains can cause pressure where historically there may have been none.

From BS8102:

5.1.2 Risk assessment

NOTE 1 The principal risks with respect to water ingress into structures are the external environmental conditions.

A risk assessment should be carried out which considers the long-term water pressures, the effects of surface water infiltration and the use of external drainage and cut-off walls.

Risk assessment should also consider:

- a) the effects of climate change, burst water mains and sewers, adjacent trees, sulfates, radon, methane and other ground gases and contaminants; and
- b) where external drainage is proposed, the effects of drawdown on adjacent structures, the potential silting of drainage and biofouling issues.

Even when the site investigation indicates dry conditions, the risk of some waterlogging (see Note 2) in the future should be assumed.

NOTE 2 Even in a permeable subsoil, groundwater requires time to drain away and this can result in limited pressure periodically coming to bear against the structure.

In essence we always have to assume the risk that groundwater pressure may come to bear in the future, and we therefore design on this basis.

Clarification of instructions:

We seek to provide detailed information in respect of our proposals, however if we have misinterpreted client instructions in any way, please advise prior to a start on site.

System:

We propose the installation of a Type C Drained Protection water control system comprising cavity drainage membrane vapour barriers installed to all walls and floors, in association with a planned



series of drainage channels concealed within the floor construction beneath, linked to a sump pump system(s).

Within the system we also make use of localised Type A Barrier Tanking details and materials, which function by providing a physical barrier to block water out, where installed.

General Design Considerations:

Water Collection/Floor:

1. We need to install an accessible maintainable drainage channel within the depth of the floor construction, which will collect penetrating water, diverting it to the point of discharge (sump pump system or other reliable means of discharge). This would be included at the wall floor junction around the perimeter of the space, in association with cross-floor channel runs if/where necessary (see drawing for exact extent priced)
2. The means by which the drainage channel is integrated into the floor construction may require further consideration, in that there are varied ways in which this can be achieved.
3. Note that a cavity membrane DPM is always installed above the level of the channel, with the principle of the channel system being that it collects and removes water before this can stand and pressure on the DPM installed above. **In essence, the cavity membrane DPM must always be installed up above the channel.**
4. The drainage channel system can be formed by:

Casting chases in new floor slab:

5. Rather than cutting a chase after a slab has been laid, these can be cast in when the slab is poured.
6. Where casting chases, note that the box section of the preformed plastic drainage channel is 50mm deep, and so the absolute minimum channel depth required is 50mm, however we recommend 75mm to provide a tolerance, because if they are cast less than 50mm, this creates work in chasing out areas to achieve 50mm. The deeper the chase, the safer the drainage. In very wet conditions we advise deeper chases, e.g. 100mm, along with additional cross floor channels.
7. Contractors can employ a shuttering material of their choice; timber can be fixed in place but can then be difficult to remove and the use of a release agent is therefore prudent, or the use of insulation which can be harder to fix in place but is more easily removed.
8. It is important that concrete is compacted sufficiently, such that it connects continuously with the wall beneath the shuttering, this so that there are no 'holes' in the structure through which groundwater can readily remove.

New Floor Slabs – Structural Considerations:

9. Structural Engineers designing new floor slabs should consider the risk of hydrostatic pressure bearing upon the new floor construction and potential risk of floatation.

Depth of floor build-up:

10. Height implication of proposed floor build up - note that depth of floor build up in an area may increase where the underlying substrate is not flat and level (if there is a dip in a floor):
8mm dimpled cavity membrane.
Min. 65mm fibre reinforced screed.



Anti-Lime:

11. Most structures contain concrete. Water moving over or through cracks in concrete can leach salts from this, which can accumulate within drainage based waterproofing systems, increasing the maintenance requirements over time. The extent of salts is influenced by the nature of the structure, with some types having greater implication versus others.

Explanation: Free lime salt deposits are caused by water moving over/through concrete and dissolving calcium hydroxide from the matrix. On contact with the atmosphere the calcium hydroxide reacts with carbon dioxide to form calcium carbonate, which is precipitated as a solid deposit when the water evaporates.

12. To lessen the effect of this, we allow to spray accessible surfaces of new concrete with a proprietary anti-lime treatment, which acts to lock in the salts within surfaces treated.

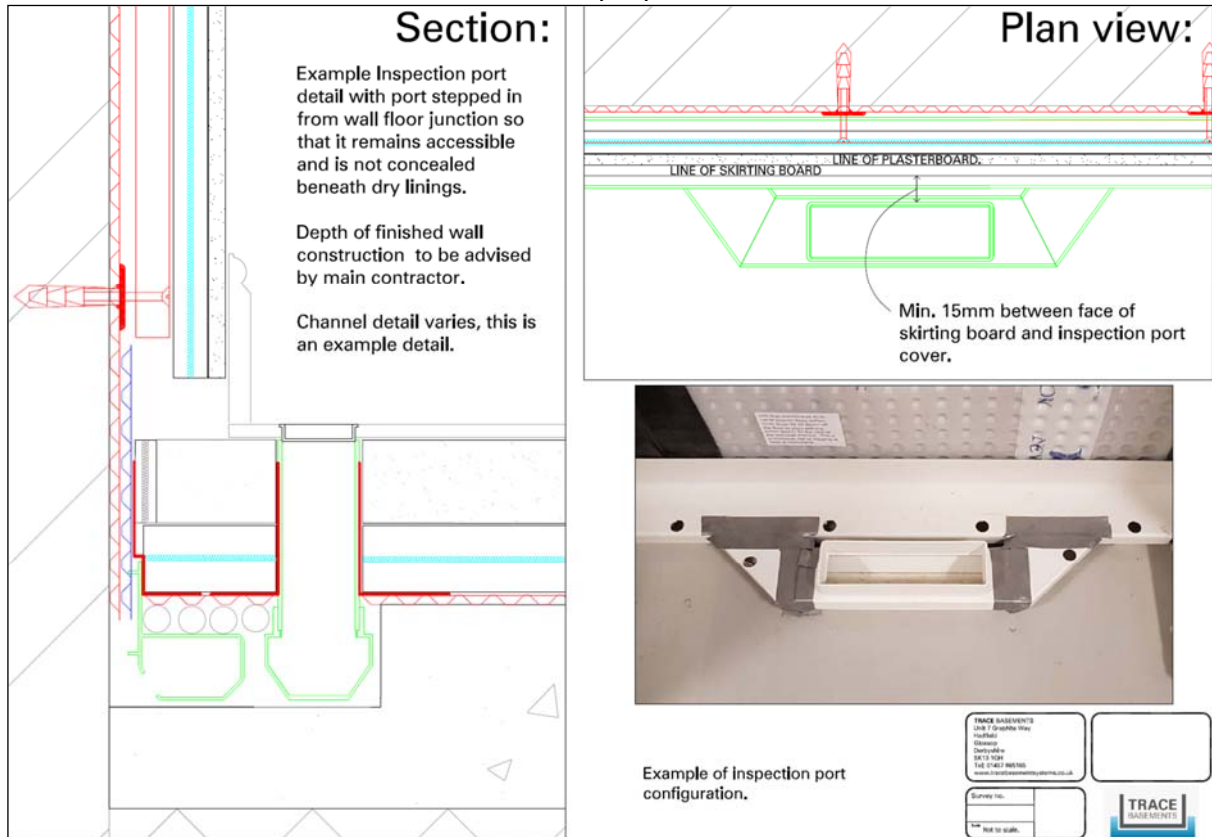
Water Testing:

13. Channel systems are flood tested to check flow to the sump system/discharge point.
14. The flood test is signed off on the job-sheet by the testing operative. A source of water must be available to facilitate this.

Drainage Channel Inspection/Service Ports:

15. British Standard 8102 Code of practice for protection of below ground structures against water from the ground requires that a system should be accessible to allow inspection and maintenance. This is achieved by the installation of ports which allow the system to be flushed through and cleaned when required.
16. The inspection ports have to remain accessible after the work is completed. There are various details for achieving this. Please talk to our technical staff for further advice. It is the responsibility of the client to ensure the following trades do not conceal the inspection ports.

Example port detail:



17. All drainage systems rely on servicing. The main advantage of the cavity system is that it is serviceable. Trace offer to service the sump pumps and channels. This servicing guarantees that the system will work. Failure to have servicing carried out can affect the manufacturer pump guarantees.
18. The inspection port cover can be plastic and wholly covered over by finishes (while still leaving access), or as an alternative we have had an aluminium cover machined which is deeper so can receive finishes within the cover, and can be set at top of finishes level, where you would then see the aluminium edge of the cover. Note that aluminium port covers are a priced option within the quotation. Please also note that there can be a lead time of a number of weeks on these ports, and that the decision to include them is best taken, at an early stage.



19. Where aluminium port covers are employed, we need to know upfront what the depth of the proposed floor finishes are, so that the port covers can be set at the right level (please advise).
20. With regard to number and location of ports, these are proposed on the attached layout drawing, however there is flexibility and positions can be adjusted, but this should be discussed with the system designer (author of this report). If we receive no comments, ports will be installed as per the drawing.

Floor Membrane Proposed:

21. The cavity drainage DPM (damp proof membrane) isolates any moisture in the slab or channel system from the living space over. We would employ an 8mm deep (black membrane diamond stud pattern) cavity drainage membrane in this case. Please see attached drawing for the extent priced.

Quality Assurance – Floor Membrane:

22. Floor membrane must be protected with materials laid over.
23. As a rule we require involvement in whatever is laid over the cavity DPM, as we must ensure that there is no damage to this, prior to it being concealed. If insulation is laid over, we install this. If screed is laid (by others), we would check the DPM just before it is laid, and would have a presence on site while it is being laid. If a floating timber floor is required, Trace would install this.
24. The dimpled profile of cavity membrane DPM's, forms what is essentially a 'cup' to the upper surface of the membrane. If water is introduced onto the membrane it will sit in the 'cups', and so **the membrane DPM should only be installed when a structure is sufficiently weather-tight**. If water is introduced over the membrane (for example by plumbers) then it should be removed (by others) via wet vac or rag prior to screeding. Also note that we cannot form effective seals to wet membranes and so any source of water above/internal of our system must be considered. If dehumidification is required for drying purposes to meet client programme, this is not allowed for by Trace.

Build-up over Floor Membrane:

Screed over Cavity Membrane:

25. Typical screed specification over would be minimum 65mm fibre reinforced (on the basis of it being un-bonded), however please take advice from your screed supplier/installer on appropriate depth for your particular build-up (inclusion of under-floor heating or otherwise etc.).
26. Screeding Contractors must be advised of the fact that they are working over a DPM and that care must be taken not to damage it, e.g. where the screed is pumped in a pipe, couplings must not be dragged over the membrane because adhesive tapes may be damaged.
27. Where the membrane is laid in areas that are a thoroughfare to other areas of the site, it is the main contractor's responsibility to lay and maintain protection boards to protect the DPM, and to minimising foot traffic over the membrane DPM. Trace can quote for this but you must advise us of proposed access/foot traffic routes prior to a start and work being agreed.
28. Screed should be laid as soon as possible after the cavity membrane DPM is laid, this to minimise potential foot traffic over (the ideal is no foot traffic over membrane).
29. If a wet system under-floor heating is proposed in the screed, it must be installed using a floating clip-rail system that avoids any requirement to fix heating pipes through the DPM. You must allow for the DPM to be inspected by Trace just before screed is laid, so that we can ensure that no damage has occurred and repair if necessary before the screed is installed. If tray systems are a necessity, they must be provided to and installed by Trace at additional cost.

Example clip rail under-floor heating installation allowing inspection of the DPM after the heating pipes have been installed:





30. It is the main contractor/clients responsibility to advise Trace when the screed is proposed so that we can arrange to attend and inspect the DPM just prior to screeding - we require one weeks' notice.

Steel Columns:

31. We can treat these by applying two coats of Newton 107-F polymer modified cementitious tanking slurry, lapping from the peripheral concrete to the steel, with the coating extending up above DPM level. This also allows a sealed to be formed back to the DPM with wide profile tapes.

Walls:

Preparatory Works:

32. The walls should be brushed down (by others unless otherwise stated) to remove loose and friable materials, so that these do not detach in future, falling down behind the membrane to then access the proposed drainage channel.
33. Any direct applied plaster must be removed (by others) so that it cannot subsequently detach and fall down behind the membrane. If existing cementitious render is present, it must be removed where degraded and at risk of future detachment. Where renders are dense and well adhered, they can remain in place.
34. Any potential pathways (holes) for water ingress through the walls must be addressed prior to the application of membrane over. Any holes should be made good, and poor/perished pointing repaired because once the walls receive membrane, there will be no further access.

Embedded Timbers:

35. Any embedded timbers must be removed by others as a matter of course with any incidence of decay being reported. Any in-situ timber (lintels, old fixing plugs etc.), left in place represent a risk in respect of fungal decay, and in providing a food source for spread of fungi, i.e. dry rot/wet rot. This would be at client risk.
36. Where timber windows are present, they would ideally be removed and reinstated on the dry side of cavity membrane installed within the reveals. If such windows (or doors) are left in place then these remain at risk. Note that we may not be able to see evidence of dampness affecting windows until a space is stripped out.

Membrane:

37. The walls would be lined with an 8mm cavity drainage membrane to full height, fixed via sealed brick plugs. Please see attached drawing for extents priced.
38. Dry lining specifications can vary, however we include the option to fit 25mm by 50mm treated timber battens, screwed into the sealed brick plugs, and then squared up ready to accept insulation/plasterboard by others. This is an ideal specification in that it keeps finished wall profiles to a minimum depth. This is priced for application over areas of our membrane only.
39. If battens are omitted but we are asked to fit additional plugs to provide fixing points for dry linings installed by others, this incurs a cost (day rate and materials uplift as per our terms and conditions).
40. In any areas where space is limited we would line with a meshed cavity drainage membrane, which can receive plasterboard via dabs or wet plaster (please request spec. if applying this yourselves), resulting in negligible build up. Typical locations are window reveals, door reveals, stairwells and corridors. Fixing meshed membrane requires a significant number of plugs, extra areas of meshed are charged at a higher rate versus membrane and battens. We only allow for localised areas of meshed at this stage (in reveals etc.).



41. Application of membrane linings may be limited where wall mounted plant is fixed in place, for example gas meters and electrical consumer units. If wall mounted items can be removed, allowing application of membrane behind, and then reinstated, then this is the ideal; however where they cannot be removed, we can only line up to these and there will in theory be some client risk, with the level of this being influenced by position of plant, for example whether at low or high level on internal or external walls.
42. In the majority of installations we will install a condensation strip detail at the wall floor junction, where the floor membrane meets the wall membrane. This is simply an additional strip of membrane installed over the main wall membrane, at the wall floor junction, which provides a mechanism for condensation forming on the face of the membrane, to access the drainage channel system. Heating and ventilation should be designed, installed and operated to prevent issues of condensation; however this is an easy to form detail which has no detriment, whilst designing out a potential and theoretical risk.
43. The condensation strip is heat sealed back to the floor membrane at the wall floor junction via wide profile adhesive butyl tape.

Insulation, Dry Linings and Condensation:

44. We will install a 'condensation strip' detail at the wall floor junction where the floor membrane meets the wall membrane. This is simply an additional strip of membrane installed over the main wall membrane, at the wall floor junction, which provides a mechanism for condensation forming on the face of the membrane, to access the drainage channel system. Heating and ventilation should be designed, installed and operated to prevent issues of condensation; however this is an easy to form detail which has no detriment, whilst designing out a potential and theoretical risk.
45. The condensation strip is sealed back to the floor membrane at the wall floor junction via wide profile adhesive butyl tape.
46. If insulation is installed within the depth of the wall build-up, vapour check plasterboards must be employed (and is good practice irrespective of insulation inclusion or otherwise). Minimum 15mm gap must be maintained between insulation and cavity membrane.
47. Note that wet trades (screeding, plastering) in an unheated and unventilated space (typical residential site), can create high humidity, resulting in condensation forming on the face of the cavity drainage membrane, particularly during the colder seasons. This is not a lasting issue, being addressed by heating and ventilation. If it is necessary to dry down after the plaster/screed has fully cured, then heat, ventilation and dehumidification can assist (dehumidification works best in a relatively sealed space, i.e. doors/windows closed to the treated area). Such drying work is not included for by Trace.
48. There may be no insulation in the walls at present, however with the degree of strip out, Local Authority Building Control/Building Regulations would typically require the insulation to be brought up to current standards (note that similar implication can apply to floors). This may not be practical in the floor construction because of the limited height, however can potentially be included in the wall construction – we will include a provisional sum for 50mm insulation backed plasterboard at this stage.

Bin Store:

Walls and floor to be treated in the same way as all other areas.



49. The ceilings will have a membrane lining formed below, this is supported with a timber frame to prevent sagging and pooling of water. It also eliminates the need for fixings through the horizontal sections of the membrane which in some cases when fixed in to historic brick work don't achieve the strength of fixing and may in time fail.
50. The ceiling membrane is then dressed/weathered being the wall membranes to allow water to drain down into the drainage channels.

Stairs:

51. New stairs are assumed to be formed on top of / internal of our membrane linings.

Lift Pits:

52. Newton 403 external fully bonded tanking membrane to be pre-applied to base blinding and returned up walls being fixed to permanent shuttering (where employed). If shuttering is struck from walls, we would post apply Newton 109 liquid membrane.
53. Lift pit construction joints to receive Newton 315 Polymer water-bars combined with Newton injection hose (2x rings of water-bar with injection hose forming inner ring), installed as per datasheet instructions.
54. Construction joints also to receive Newton 104 in-depth crystalline concrete waterproofing.

Basement windows:

55. The space between the existing windows and the proposed new internal glazing will potentially be in an area that will suffer ingress. If this is not addressed it could then present ingress issues into the finished internal space.
56. The existing walls of the well will be lined with an 8mm meshed cavity drainage membrane linked to the internal system, the mesh can receive directly applied render so will not in time degrade.
57. In the base of the well a section of open topped Aco type drain can be installed in a new concrete base, below the concrete we'd install a cavity DPM so to isolate it from the wet/damp substrates.
58. With the proposed membranes installed this then provides protection should any new timber framed windows be installed.

System Discharge:

Sump Pump:

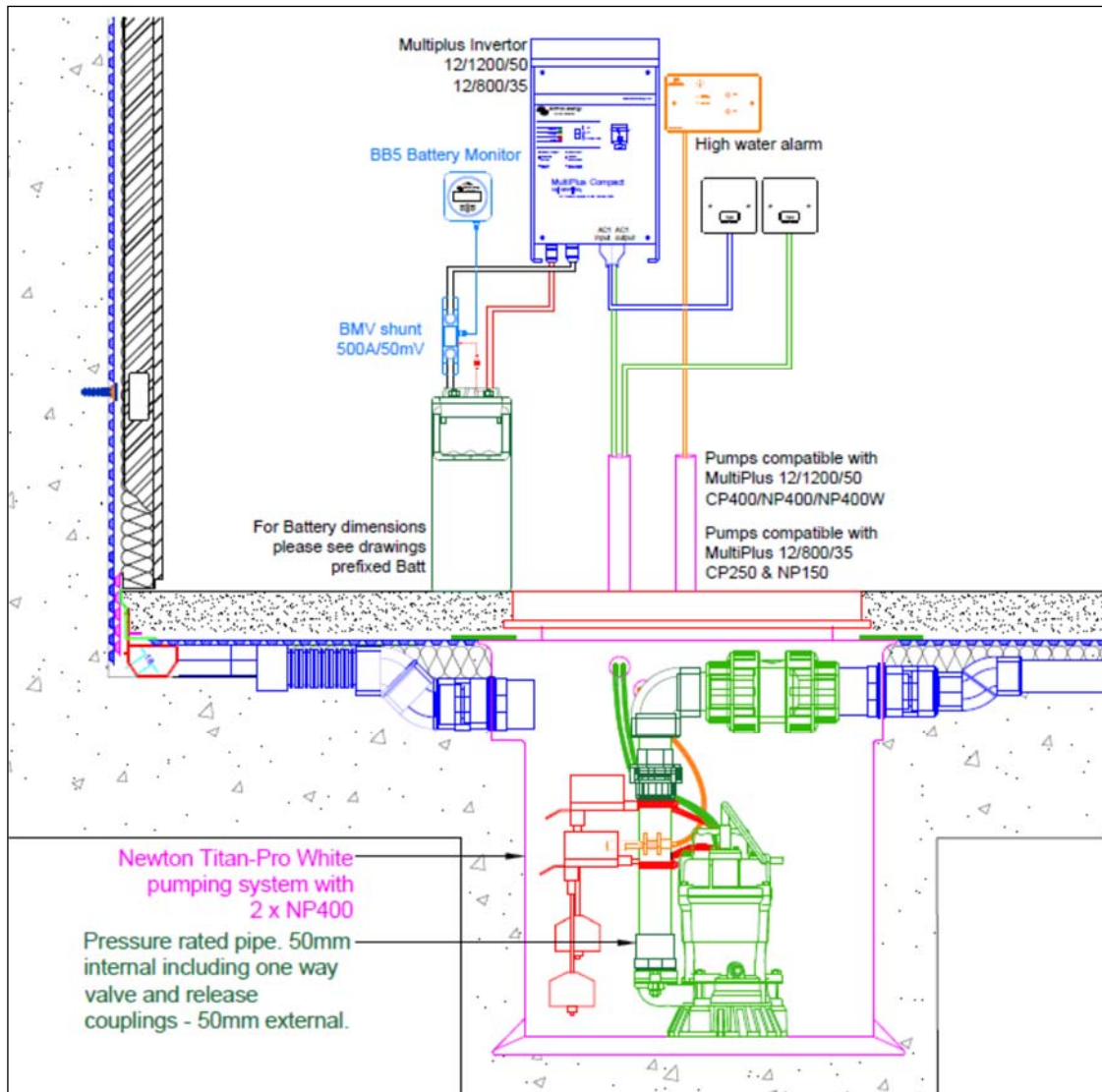
59. We propose a sump pump system containing TWO mains powered pumps with independent electrical supplies providing mechanical redundancy, and a battery back-up system to operate in the event of a power cut.
60. The sump system is an important part of the waterproofing system and we employ high grade pumps, switching equipment and battery backup, with the latter in particular being that which is employed in Ministry of Defence and marine applications.
61. System features:
 - i. The pumps operate automatically via float switches, and are set to activate at different levels, this providing a lower primary pump, and a higher back-up pump.
 - ii. Each pump is fed by an independent electrical supply on a dedicated RCD, so that if the primary pump were to trip out, the secondary pump will then take over.



- iii. In the event of any issue with the primary pump, an audible (90dB) alarm is set to activate before the back-up pump is triggered, and so you are alerted to the fact that the primary pump requires attention, while the back-up pump protects, thus ensuring robust protection.
 - iv. The alarm includes a zero voltage out which can be connected to a BMS (Building Management System) or compatible house alarm.
62. The above offers robust protection, however if of interest, clients can also be offered systems with additional features, such as control panels with advanced diagnostics, telemetric diallers to alert remotely (a good idea if properties are often vacant or tenanted), additional batteries and even a weatherproof 5kw diesel generator with remote electric self-start facility with colour control panel and monitoring via remote web access. Please advise if the above is of interest.
63. Waterproofing sumps are for groundwater only, and cannot receive other services.
64. Proposed pumps are 2x 400w
65. In respect of sump location, these are ideally installed out of sight in plant rooms or similar, but on some projects they do have to be installed within a finished space.
66. Proposed location is: Shown on the layout drawing, but can be adjusted to suit any proposed design of internal finishes.

Battery Back-up System:

67. During power outage a single pump operates via battery back-up. The total volume of water moved by a battery back-up system is dependent on the head, (height to which water is lifted), frequency of pump cycling, and size/number of batteries included. A 400watt pump, lifting to 4m on large battery will move approx. 12,000 litres. Batteries will be sized using the same principles of assessment applicable to pumps.
68. Please note that there is a 60kg battery and a control panel which runs the battery back-up, which will need to be installed somewhere within the basement. The panel and battery must be located in the same position; however they do not need to be local to the sump.
69. **Ideally these are housed in cupboards or plant rooms where present, if you have specific requirements on where you would want these to be installed, please advise at the start of the project so that cables can be run between the sump chamber and the battery back-up location, if we're not informed early enough in the project, the battery back-up system will be installed next to the sump chamber. If other trades will be installing plant within that area, please advise where we can locate our plant, otherwise our Pump Engineer will agree this with relevant persons on site.**
70. Number of batteries allowed for: 1
71. An example installation schematic is included below - again please note that the sump does not have to be next to/below the panel and battery. *(BB5 battery monitor not included).*



72. Battery dimensions are 320mm high x 125mm wide x 560mm long. As stated these are 60kg in weight and so where shelf mounted, this must be capable of supporting this. The 60kg battery is the largest of those pictured below:



73. We do not allow for cupboards or shelving to house and conceal batteries.

Sump Chamber Installation:

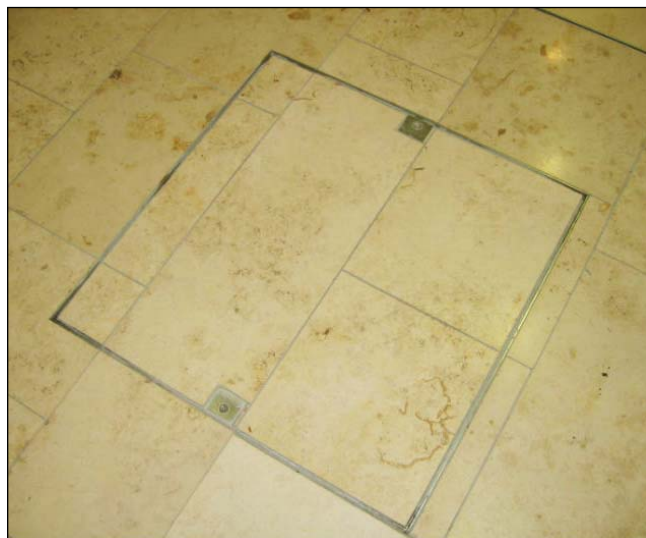
74. The proposed system includes a solid preformed plastic sump chamber with cover, which is recessed into and beneath a given floor structure, **such that the cover is at finished floor level or below** (project/finishes dependent).
75. Sump chambers can be installed in a number of ways:
 - i. Installed into excavations formed by Trace (or others) and back-filled around with concrete to prevent floatation.
 - ii. Where new slabs are formed a 700mm² box out can be formed through the depth of the slab, and the earth beneath then excavated to facilitate sump chamber installation, backfilled around with concrete.
 - iii. Installed into cast concrete box formed by others (pit size 800mm wide, 1000mm long, 600mm deep).
 - iv. Fixed to reinforcement at the correct height (others on site must mark out top of slab level as a datum to work to), and then directly cast into the new concrete (chamber should be filled with water during pour to reduce floatation forces).

Subject to identification of approach we can provide further guidance.

76. Priced at this stage: Excavation and back filling with new concrete.
77. Chambers are wrapped with hydrophilic water-bars to minimise any scope for ingress at that position.

Sump Access Covers:

78. Sump systems require an access hatch over. The type of hatch and detail employed is influenced by the nature of the floor build-up and also aesthetic requirements depending on where the sump is installed. Options include:
 - i. Galvanised Clark Drain recessed access hatch with vapour seal, best suited for installation in an 'out of the way' location.
 - ii. Where installing an Egger Protect floating timber floor we can form a hatch in this over the galvanised cover, finished with a metal trim.
 - iii. Where screed is employed and the sump is located in a finished space where aesthetics are key, a stainless steel or aluminium hatch from a company like Howe Green (see example below), provides a high standard of finish.





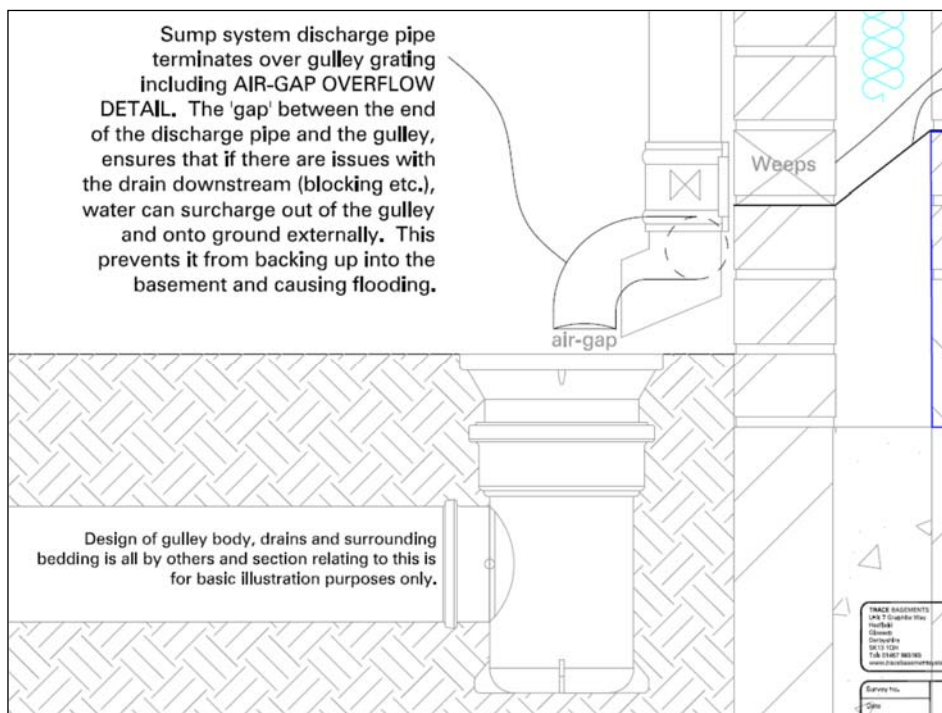
79. Note that where a hatch is employed to receive finishes as per the example above, we need to know what the depth of the finishes is beforehand, in order to set the cover at the correct depth (please advise).
80. Priced at this stage: Standard vapour sealed lid.

Electrical Power Supply:

81. **The power requirement for each of the pumps within the system is a non-switched 13 amp spur, with its own independent RCD/circuit breaker. In this configuration, if one pumps trips out for any reason, the other pumps will have power. I do not include for provision of power. A detailed electrical specification would be provided subject to project progression.**
82. **Note that two independent spurs are required and need to be the un-switched LED type. We often find that project Electricians are not advised what is required, and assume and install plug sockets. Pumps are not installed on plugs because the risk is that these can be switched off and unplugged. One visit is priced for our Pump Engineer to commission the system, if additional visits are required because of incorrect electrical installation, this is chargeable.**
83. The client should arrange for the project Electrician to attend site and meet with our pump technician when the power supply is provided, allowing the pumps to be commissioned. The sump must not be accessed without recourse to Trace after it has been commissioned.
84. *Note: If follow-on flooring contractors propose to use self-levelling compound, care must be taken to ensure that this is not poured over the sump, without protection of the access cover. If compound accesses the sump and gets into the pumps, the space is at risk of flooding and we accept no responsibility for this or cost of replacement plant.*

Discharge Pipe:

85. Discharges must be configured with what we refer to as an 'air-gap/over-flow detail'. Simplistically this detail, means terminating a discharge pipe over a gulley grating, leaving an air-gap between the end of the pipe and the grating, so that water can spill out externally in the event of the drain/gulley blocking and surcharging, hence an air-gap over flow detail (also known as a 'flood loop' in the industry. There are a number of ways of achieving the detail, i.e. we do not always need a gulley with grating over, but the detail must be included in some form.



- 86. Discharge pipes include 2x non-return valves, one on the pump and one in-line valve.
- 87. Proposed discharge point at this stage:
- 88. Proposed discharge pipe configuration: 1x 63mm diameter pipe.

Temporary 110v Site Pumping:

- 89. During the construction phase many sites will operate on 110v power, which prevents the installation of our permanent 240v pumps, until such time that 240v power is provided.
- 90. Our position is that main contractors must provide and maintain temporary 110v pumps to deal with any groundwater during the course of works, this because Trace have little to no control over power supplies or other trades on site (unplugging supplies, sweeping spoil into sumps etc), over periods of time while we may be both on or off site – for example when we've completed but prior to screeding.

Existing Gravity Drainage Connections:

- 91. The Trace system is to protect against groundwater ingress, not surcharging of drainage connections.
- 92. Even where we are using sump pump systems to remove collected water, there can still be risk associated with water surcharge from any existing direct connections to mains drainage (such as the gullies in the base of the external stairwells).
- 93. Protection against this risk can be provided by installing effective non-return valves (some of these can even include pumps to allow discharge of waste even when the valve shuts), but these would need to be installed by a specialist waste drainage contractor.



Service Penetrations:

Existing:

94. Service penetrations, i.e. **where cables or pipes run through the structure below external ground level**, are a consideration because they can provide a pathway allowing significant water ingress in the event of saturation of the ground externally.
95. Existing penetrations must be appropriately detailed by Trace so that they are sealed and minimising scope for ingress (it may not be possible to totally exclude water depending on the form of structure), then with cavity drainage membranes being sealed against vapour, back around the pipes/cables internally.
96. Rolled metal/ventilation ducting must not be brought through any walls below ground.
97. Cavity membrane internally is sealed back around service penetrations via wide profile adhesive butyl tape, installed with the aid of a heat gun. Pipes must be separated out (not bundled together) to facilitate proper sealing.
98. Pipe sleeves with services running through them are sealed using Newton 308 Stopaq, finished internally with Stopaq mortar.
99. Redundant pipe sleeves through reinforced concrete structures are sealed by inserting a pipe bung, then abrading the inside of the pipe, packing with 203-RM non-shrink mortar, and then applying a patch of reinforced 107-F polymer modified cementitious tanking slurry, spanning over the 203-RM filled pipe and on to the adjoining concrete.

New/Proposed:

100. **If proposed (for example running armoured cable out through a basement wall), please advise us exactly what is proposed, at the earliest stages and we can then design for this. Often the service penetrations are not shown on design drawings making it difficult to design and price for. If this is not appropriately addressed at the design stage, we may not be able to effectively waterproof these after the services are installed.**
101. Unless otherwise listed in the quotation/detailed on drawings, we make no allowance at this stage for sealing new service penetrations.

Ground Gases:

102. Workplaces below ground should have a risk assessment undertaken which includes assessment of radon. See:
<http://www.hse.gov.uk/radiation/ionising/radon.htm#legalrequirements>

Below ground workplaces

For occupied below ground workplaces (for example occupied greater than an average of an hour per week/ 52 hours per year), or those containing an open water source, the risk assessment should include radon measurements. This applies to all below ground workplaces in the UK, irrespective of the above ground Affected Areas status.

The Ionising Radiations Regulations 1999 (IRR99) come into effect where radon is present above the defined level of 400 Bq/m³ and employers are required to take action to restrict resulting exposures. The HSE and Local Authorities are responsible for enforcing these regulations in particular types of workplace.

Risk assessment for radon should be carried out in relation to:

- all below ground workplaces in the UK; and
- all workplaces located in radon Affected Areas.

103. BS8102 (2009) Code of practice for protection of below ground structures against water from the ground, advises that ground gases be considered as part of the equation when dealing with structures below ground.
104. At the time of writing, there is much of a focus on ground gas protection in new construction (with construction on brown-field sites etc), but conversely not a great deal of focus within existing structures.
105. What we advise is that we do not include any measures to protect against radon at this stage, and that this is not our specialist area, but given the HSE workplace requirement above, think that it may be prudent to take further advice upon this, irrespective of use whether commercial or residential. Should you wish to do so, our preferred partners in the field are <https://www.prestigeair.com/> - 01233 740844. Monitoring/testing can be undertaken and if necessary and proposals adjusted to suit the requirements.

General:

106. The space will need to be stripped out to expose all structural substrates.
107. Trace will leave our work area clean and tidy in respect of our own waste, i.e. a basic builders clean undertaken at completion of our works, where appropriate. We do not allow for a deep clean or professional clean of the work area. In addition, note that airborne dust will settle over time, and we make no allowance for return visits to clean airborne/settled dust.

Scope:

108. See attached drawing.



Health & Safety

Welfare Facilities:

109. The law states that clients and contractors have responsibilities regarding welfare facilities on construction projects. Contractors (such as Trace) must provide facilities and clients must ensure that this happens. The nature and scale of facilities required are influenced by the size and type of project, however there are minimum requirements on any project, which include the following:
- Access to adequate toilet and washing facilities (sufficient to wash face/hands/forearms).
 - Clean hot/cold running water.
 - Drinking water (mains supply is the ideal).
110. We price on the basis that suitable welfare facilities will be provided to us.

Asbestos Risk in Buildings Pre-2000:

111. There is theoretical risk that asbestos may be present given the age of the property. Please advise if any asbestos survey covering the proposed areas of work has previously been undertaken, and provide that information to us prior to a start on site in the event of work moving forwards. Otherwise:

We would ask that an R&D asbestos survey be obtained by yourselves.

Implementation:

Power Supply during Works:

112. We work on the basis that a 110v power mains power supply would be available for the duration of our works, within the work area.

Water Supply:

113. We work on the basis that a mains water supply will be available during works.

Lighting:

114. We work on the basis that site lighting will be provided. Task lighting will be provided by Trace.
115. Trace are to provide all lighting on site.

Please let me know if there if you have any comments, queries or require any further information.

Kind regards,

John Sanderson C.S.S.W
Waterproofing Designer
Mobile: 07720 462592
john.sanderson@tracere-medial.co.uk

Basement Waterproofing.

£44,302.00

16/04/2021

Project Address 11 Bloom Street.**Works/items not priced by Trace and notes for third parties:**

Site setup:
Welfare (use of toilet) including hot running water, we will arrange welfare at additional client cost if not provided.
Access equipment.
Site lighting (task lighting provided by Trace).
Site power local to Trace work area, if generator required costs will be added to the below at £75.00 +VAT per week.
Site water supply.

Enabling works:

Removal of any existing screed/timber flooring, fixtures, fittings, linings and finishes in the proposed areas of work, providing clear access to the substrates being treated. Where suspended ceilings are present, these may need to be cut back at the perimeter to allow membrane application to the full height of the retaining walls.

Removal of plaster, spalling whitewash, loose and friable render, or any other material at risk of future deboning (dense well adhered render can remain to walls but it must be well adhered).

Where timber stairs are present and we propose full linings, these can in most cases be isolated in-situ by passing a membrane down the side of the stringer and beneath the base of the stairs by propping these temporarily and passing membrane beneath; however this is not possible in all cases and we recommend that provision be made by others for removal and reinstatement, or even replacement (can be a requirement if finished floor levels vary).

Any new stairs to be constructed internal of Trace membranes or isolated during construction to Trace details.

Making good any loose/friable pointing and patch repair as necessary any masonry in poor condition. In-fill any holes through structure.

Removal of any embedded timber fixing plugs (report any signs of decay to Trace), replace any timber lintels with concrete where linings proposed.

Sump pump system:

Provision of power supplies to sump pump, to Trace specification, i.e. 2x independent supplies (specification provided separately).

At this stage we have not allowed for high end recessed access hatches (Howe Green or similar).

New Slab:

Form the new slab flat and level as far as is possible, taking care not to create high points at discharge/sump locations.

Cast an opening in the new slab min. 700mm2 down through the depth of the slab, to receive the sump chamber.

Cast rebated channel chases at the proposed positions min. 75mm deep by 125mm wide, and remove shuttering afterwards.

Clean construction joints where waterbars proposed (must be free of dust & debris) and ensure dry when Trace attend. Weather protect as necessary prior to concrete pour to prevent premature expansion.

Other:

Any associated non-specialist general building works.

Design/installation of heating and ventilation sufficient to control vapour and prevent condensation.

Inclusion of vapour control layer to warm face of any wall insulation (foil backed board).

Ensure that channel inspection ports are not covered over and hidden by third parties/floor finishes.

Ensure that power supplies to temporary pumps are maintained during the course of Trace works.

Trace will leave our work area clean and tidy in respect of our own waste, i.e. a basic builders clean undertaken at completion of our works, where appropriate. We do not allow for a deep clean or professional clean of the work area. In addition, note that airborne dust will settle over time, and we make no allowance for return visits to clean airborne/settled dust.

Lift Pits:

Lay Newton 403 Hydrobond membrane to blinding (by others), turning this up the face of the perimeter shuttering, ideally so that this overlaps the construction joint (assumes no toe to base), and fix in place to shuttering.

Fix 403 Hydrobond membrane to face of outer shutter via staples, overlapping the Hydrobond 403 membrane below by 150mm.

Apply two coats of 109-LM to external face of concrete once shuttering is struck, overlapping the Hydrobond 403 membrane below by 150mm.

Hydrobond tape

Allow to install Newton 302 Injection hose in construction joint (internal of 301 waterbar)

Apply Newton 104 in-depth crystalline slurry to concrete faces in construction joints and to internal faces of pit walls/base, as per datasheet instructions.

Structural Waterproofing: Type C.	Sum Number	Options / Provisions.	Sum Mindel	Options / Provisions.
Flood test to check channel flow to sump/discharge and slab does not contain any high spots or areas ponding.				
Drainage channels and inspection ports. Inspection ports must be left accessible for future maintenance.				
Drainage channel swept corners.				
Option to install 30 no. bespoke aluminium inspection port covers.		£2,295.00		£2,295.00
Fit 8mm cavity drainage membrane to ground retaining walls full height fixed via sealed brick plugs.				
Fit 8mm meshed cavity drainage membrane in focussed areas to provide minimal depth wall profile. Installed via sealed brick plugs.				
For walls 3m high plus, allowance for tower scaffold hire.				
To the underside of the ceiling within the bin stores install a membrane and support on a timber frame. All joints to be sealed and weather.				
Treatment of the window wells with 8mm meshed membrane to the existing walls, 20mm DPM on the base. Installation of an open topped drainage channel sealed back to the DPM and linked via 50mm pipe back to the drainage channels.				
Condensation strip.				
Formation of 8mm cavity drainage membrane DPM with sealed joints.				
Heat sealing the wall floor junction with wide profile adhesive butyl tape, including sealing back around any service penetrations.				
Supply Trace Sump liner (TPW) with 46mm deep vapour seal galvanised recessed access hatch.				
Sump excavation to receive Trace Sump TPW				
Backfill around sump with new concrete.				
2x 400w pumps and associated high-pressure pipework, non-return valves, quick release unions, 2p 2bh. Includes high water level alarm. Plant only cost.				
Battery back-up system 1200w. Plant only cost.				
1x Northstar 190FT battery and cables (approx. 12k litres pumped). Plant only cost.				
1x 63mm dia. discharge (allowance 6m run including vertical rise). Includes 1x diamond core hole.				
Per lineal metre cost for additional 63mm dia. discharge run.				
Hydrophilic waterbars installed to sump and opening.				
System commissioning by Trace Pump Engineer - clean sump chamber, install 240v pump(s) and connect to spurs provided by others, configure float switches and pipework within sump, configure high level alarm, install battery back-up system, test pumps and back-up with and without power - note that a source of water must be available to facilitate testing. One visit allowed for.				
Travel and Parking				
Remove Trace waste materials / leftover materials from site and leave area clean and tidy in respect of Trace works.				

	Sum Number	Options / Provisions.	Sum Mindel	Options / Provisions.	TOTALS
Sub Total	£76,935.53	£7,842.60	£77,016.91	£7,842.60	£169,637.64
VAT at 20% (unless newbuild (0%) or exempt in some other respect - client must provide correspondence to this effect).	£15,387.11	£1,568.52	£15,403.38	£1,568.52	£16,955.63
Total	£92,322.64	£9,411.12	£92,420.29	£9,411.12	£186,593.27
Optional Ten year GPI Guarantee backup insurance.	£2,701.17	TBC	£2,703.99	TBC	£5,405.16
Total including GPI	£95,023.81	£9,411.12	£95,124.28	£9,411.12	£208,970.33

The GPI insurance is an option, but advised so that you have a true and safe guarantee. The GPI fee will be levied at the premium set by GPI (determined from contract value after VAT) plus a £35 Trace administration fee per property, with Insurance Premium Tax (IPT) on top, which is 12%. GPI cost can be influenced by options taken, premiums are set according to total contract value including VAT.

Trace guarantees & GPI insurance are not issued until we receive payment in full, GPI late fees apply if GPI is not applied for (because of late payment) within 2 months of completion, these fees are payable by the client.

The first service will take place six months after practical completion of the system, then annually thereafter or every six months in special cases. Service charged at £585.00 + VAT per year increasing with inflation. See report for further information on this.

Grey shaded cell indicates item priced for.

16/04/2021

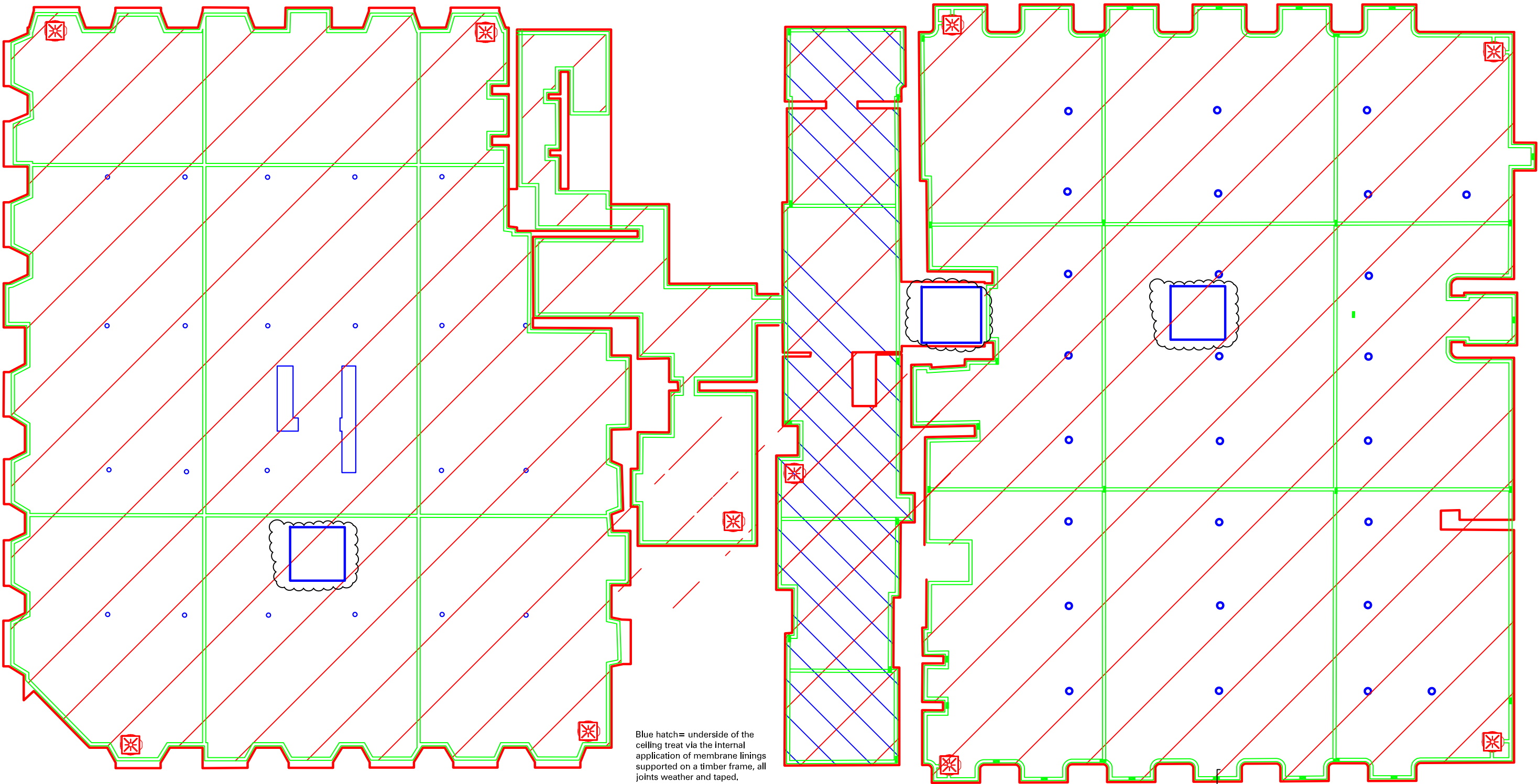
Red line = 8mm cavity drainage membrane taken full height, fixed (through dimple) via sealed brick plugs dry linings insulation/foil backed plasterboard by others. Membrane joints sealed via 25mm butyl tape (min. 3 stud overlap on stud to stud joints).

Double green line = Drainage channel system in 75mm deep by 125mm wide chase detail cut/cast into floor slab, service ports (shown by solid green boxes on channel runs) located at intervals, brought out from the wall as necessary to ensure that they are not concealed by dry linings. Flood tested to prove effective drainage to outlet.

8mm cavity membrane DPM linked to wall membrane via adhesive corner strip.

Red hatching = 8mm cavity drain DPM joints in membrane sealed via 25mm butyl tape. Screed and finishes over by others. (min. 65mm fibre reinforced but please take advice from specialist screeder).

Blue circles=base of the existing support columns treated with 107-F.



Blue hatch= underside of the ceiling treat via the internal application of membrane linings supported on a timber frame, all joints weather and taped.

A/A

TRACE BASEMENTS

Unit 7 Graphite Way

Hadfield

Glossop

Derbyshire

SK13 1QH

Tel: 01457 865165

www.tracebasementsystems.co.uk

Proposed lift pit waterproofing section details.

11 Bloom Street & Mindel House

Manchester

Survey no. JS 31264

Date 16th April 2021

Scale Not to scale.

TRACE BASEMENTS

Waterproofing Design Drawings prepared by Trace for the client and project named within the report, taking into account project parameters. It is not intended for and should not be relied upon by any third party, and no responsibility is undertaken to any third party, unless written consent is provided by Trace. Copyright Trace Basements, not to be reproduced or distributed with

Section A/A

Typical section detail through perimeter wall.

8mm cavity drainage membrane taken full height, fixed (through dimple) via sealed brick plugs. Dry linings, insulation/foil backed plasterboard by others. Membrane joints sealed via 25mm butyl tape (min. 3 stud overlap on stud to stud joints). Condensation strip installed at the walls.

Drainage channel system in 75mm deep by 125mm wide chase detail cut/cast into floor slab, service ports located at intervals, brought out from the wall as necessary to ensure that they are not concealed by dry linings. Flood tested to prove effective drainage to outlet.

8mm cavity membrane DPM linked to wall membrane via adhesive corner strip.

8mm cavity drain DPM joints in membrane sealed via 25mm butyl tape.

Screed and finishes over by others.
(min. 65mm fibre reinforced but please take advice from specialist screeder).

Insulation.

Chase backfilled with clean 20mm angular stone.

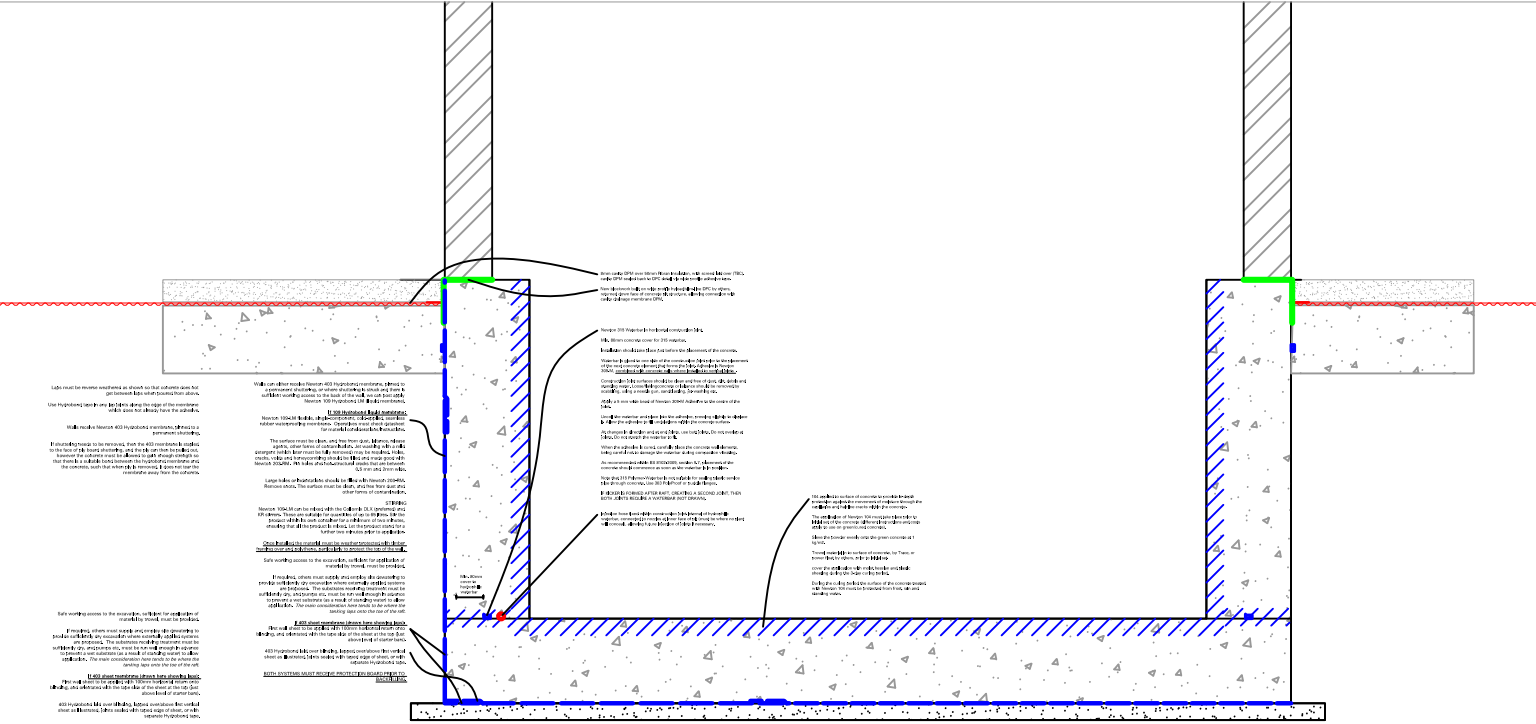
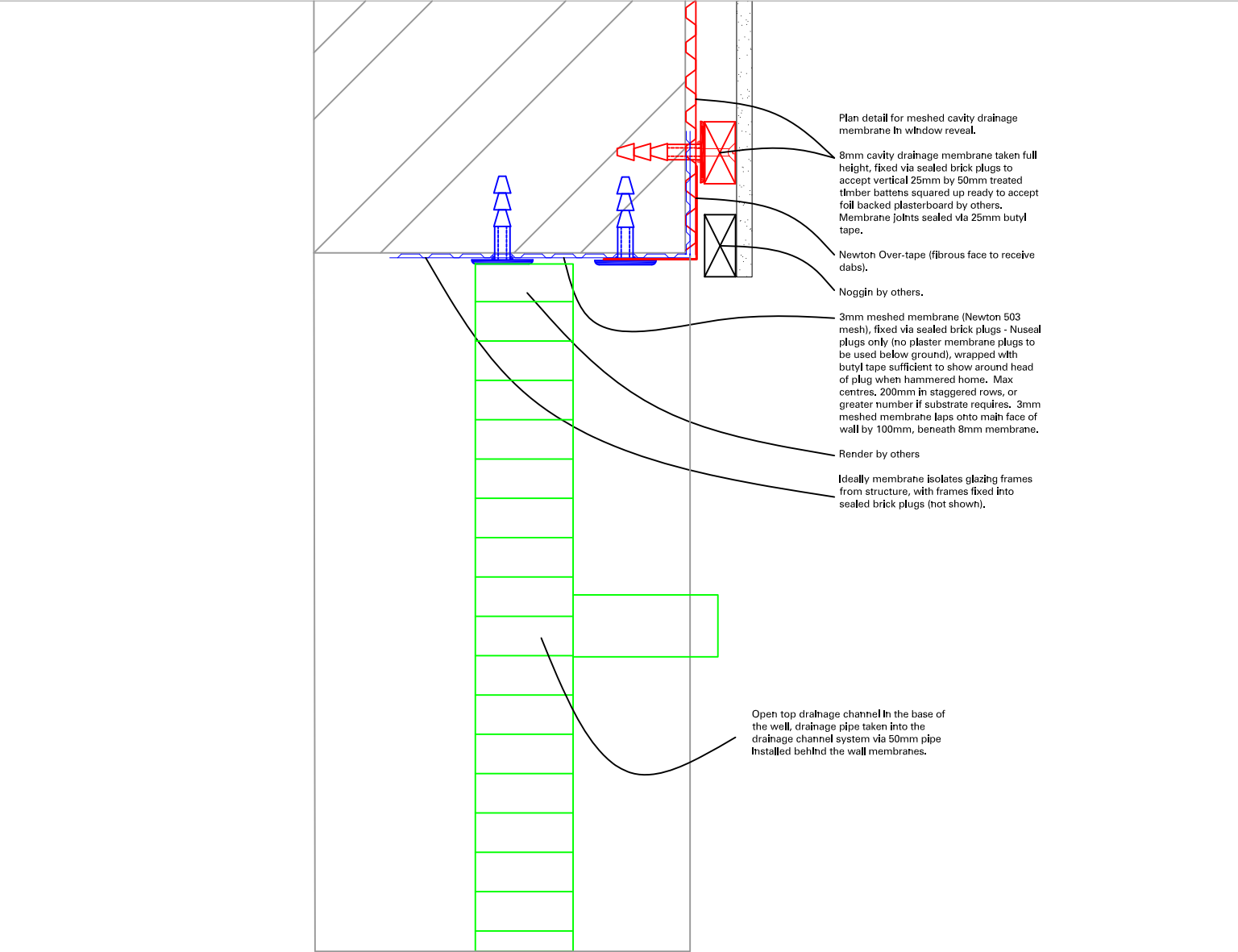
Concrete must be continuous with wall below channel.

TRACE BASEMENTS
Unit 7 Graphite Way
Hadfield
Glossop
Derbyshire
SK13 1QH
Tel: 01457 865165
www.tracebasementsystems.co.uk

Proposed waterproofing
section details.

11 Bloom Street & Mindel House
Manchester

Survey no. JS 31264
Date 16th April 2021
Scale Not to scale.





Re: **JS-31264-s1** of April 16, 2021, Page 21
Re: 11 & Mindel House, Bloom Street, Manchester, M1 3HH.

Acceptance Form: Cost of Works Required

	Cost
Trace works - as per quotation	£
* Provisional sums	£
Sub-total	£
VAT 20%	£
GPI - Guarantee Protection Insurance Policy (Optional)	£
TOTAL	£
Acceptance Deposit (25% OF TOTAL)	£
BALANCE TO PAY	£

(* NB: Provisional sums may vary).

Invoice & Guarantee to be sent to:

Name: _____

Address: _____

Please indicate your intended method of deposit and balance payment:

☐ Cash ☐ Cheque ☐ BACS

Cheques

Please make cheques payable to 'Trace Basements'

BACS Payment

Bank Details

NatWest, Macclesfield Branch, PO Box No. 65, 2 Chestergate, Macclesfield, Cheshire SK11 6BS.

Account Name

For and on behalf of North West Damp Proof Services Ltd T/A Trace RBS.

Sort Code: 01-05-41

Account Number: 39601803

I accept the Terms and Conditions of your quotation and agree to pay the specified deposit on acceptance, and remaining monies as detailed in the Terms and Conditions.

I will ensure I read the report and general notes in full prior to commencement of the contract.

Signed: _____

Date: _____

Position _____
(if Company)

Order number _____
(if Company):

VAT Reg: 298 6311 20 - UTR: 23420 07546

Unit 7, Graphite Way, Hadfield, Glossop, Derbyshire, SK13 1QH.

TRACE BASEMENTS
Trace Remedial Building Services
trading names of
North West Damp Proof Services Limited
Est. 1974



Re: **JS-31264-s1** of April 16, 2021, Page 22
Re: 11 & Mindel House, Bloom Street, Manchester, M1 3HH.

NOTICE OF RIGHT TO CANCEL

Should you decide to proceed with the work quoted above, please be aware that you have 14 days in which to cancel this agreement from the date of acceptance.

You may wish to use the form below, however we will accept cancellation by letter, personal visit (to deliver a notice or letter) or email. If sending the notice by post, then you are advised to send it by recorded delivery and contact us on 01633 411977 to advise us of your intent.

Cancellation is deemed to have started once the notice has been sent by electronic mail or given via telephone.

CANCELLATION NOTICE

Complete, detach and return this form **ONLY IF YOU WISH TO CANCEL THE CONTRACT**. Cancellation notice can be provided via telephone, and followed up with this form, or via electronic mail.

To:

Trace Remedial Building Services, Unit 7, Graphite Way, Hadfield, Glossop, Derbyshire SK13 1QH.

Tel: 01457 865 165, Fax: 01457 866 253 and email: enquiries@tracere Remedial.co.uk

*I/We hereby give notice that *I/we wish to cancel *my/our contract relating to:
(* Please delete as appropriate)

Survey No. _____

Name and Address of client: _____

Signed: _____

Date: _____

WORK COMMENCING PRIOR TO THE EXPIRY OF THE CANCELLATION PERIOD

If the customer agrees that work may start before the cancellation period expires, they should sign below to confirm this agreement and that they understand that if they decide to cancel within 14 days, payment will be due for work carried out prior to the cancellation.

*I/We agree that Trace Remedial Building Services, Unit 7, Graphite Way, Hadfield, Glossop, Derbyshire SK13 1QH may commence work on _____ (date), before *my/our cancellation period has expired.

*I/We understand that if *I/we decide to cancel within 14 days, *I/we will be asked to pay for any work that has been carried out prior to *my/our cancellation.

Sign _____ Date _____

(* Please delete as appropriate.)



Re: **JS-31264-s1** of April 16, 2021, Page 23
Re: 11 & Mindel House, Bloom Street, Manchester, M1 3HH.

Work detailed on the preceding pages is for work to be carried out by TRACE Basements. Drawings and details are copyright © and the copyright remains with us. Therefore they are for information only and are not to be copied, duplicated or distributed without our written authorisation. Nor should they form part of tender documents or specifications for use by other persons or companies.

Other companies tendering for work should provide their own design and details, and provide detailed costs for the work they specify. They should demonstrate that they have PI for design and waterproofing installation.

Waterproofing contractors should prove that they comply with the following that TRACE Basements can:

- Design, supply and install waterproofing systems, with no split responsibility.
- Ensure compliance with all relevant standards.
- Show evidence and references for a large number of similar installations.
- Comply with all relevant health and safety requirements.
- Do not use waterproofing sub- contractors for specialist work. Only use own fully trained staff.
- Can prove to be trusted and endorsed by some of the foremost market-leading architects, engineers and building contractors.
- Agree to accommodate project time constraints.

Terms & Conditions

All contracts made by North West Damp Proof Services Ltd (T/A TRACE BASEMENTS and TRACE REMEDIAL BUILDING SERVICES) shall be deemed to incorporate these terms and conditions. No other terms and conditions will apply unless specifically agreed in writing by TRACE.

Where a 'Main Contractor' is referred to, this may be replaced with 'client'.

Payment: Applications are made on a monthly basis (where projects span over such periods) or at practical project completion where shorter. Invoices are due for payment upon receipt. Should payment become more than 30 days overdue, the total outstanding balance shall become immediately payable, together with a further administration fee of £50.00 under the terms of the late payments of Commercial Debts (interest) Act of 1998. We retain the right to charge interest at the rate of 6% above base rate.

In the event that completed work is not to client satisfaction, TRACE must be informed immediately. Withholding payment while failing to advise TRACE of any issue at all will result in the addition of the late payment penalties outlined above. Payment may be made via cheque or electronic transfer to Acc. No. 39601803 Sort code: 010541.

TRACE's responsibility is restricted to the work as detailed within the TRACE report and quotation.

No discount or retentions can be applied unless specifically approved in writing BY TRACE, prior to commencement of the works. Non-payment of retention (to TRACE) when due, will void the guarantees until such a time that the outstanding retention and interest, rates and terms as previously advised herein, are passed to TRACE. All materials/plant remain the property of Trace until payment in full is received.

Provision of Services/Facilities: The quotation assumes that the client will afford all necessary facilities to TRACE including storage of materials, parking, welfare facilities (W.C., warm running water, drinking water), continuous 13amp 220/240v or 110v mains electricity as appropriate with sufficient number of points to suit programme. It is assumed that this will always be provided and in the event that it is not, clients accept that the associated extra costs will be passed back to them. This includes circumstances where we have safety concerns in running cables long distance etc.

Additionally any stored items must be removed from areas of work prior to TRACE attending site. Any items/fixtures/fittings/finishes left within areas of work are at client risk unless otherwise expressly stated within the report. Other contractor's tools and materials are to be removed from the TRACE work area prior to TRACE commencing work there. TRACE to be notified in advance where this is not possible and controls agreed prior to TRACE commencing work there.

Proposed TRACE work areas are to be left fully prepared and free of site debris prior to commencement by TRACE.

The Main Contractor shall be responsible for and provide all necessary traffic management, barriers, diversion systems, signs and lighting, together with all necessary protection to adjacent workforce, personnel and structures.

The Main Contractor shall provide suitable safe heated storage facilities and sufficient containers for the adequate storage of our materials and equipment for the duration of the works.

The Main Contractor shall provide suitable access for placement of generators, compressors and any other equipment deemed necessary by TRACE for provision of our works. This shall include suitable parking or access for surface preparation vehicles where required.



Re: **JS-31264-s1** of April 16, 2021, Page 24
Re: 11 & Mindel House, Bloom Street, Manchester, M1 3HH.

Electrical power, lighting, water, scaffolding, dehumidification and access towers shall be provided free of charge by the Main Contractor, when required to carry out the agreed works.

The Main Contractor is responsible for identification, marking and making safe of any services within the proposed areas of work. Any instruction or requirement to obtain specialist equipment, such as for finding cable locations or other services is chargeable.

Diagnosis: Unless specifically stated to the contrary, our offer to carry out works does not constitute a diagnosis. In any event 'free surveys' and 'quotations' do not purport to be a diagnosis of the problem. Diagnostic surveys and sample analysis are available on a fee basis.

Specification Amendment: We reserve the right to amend specification (including substitution of materials dependent on stock availability) and design details subject to factors which may come to light after the commencement of works. Where such changes affect the price of the work and/or if additional works are required, these will be subject to a further quotation and charges.

Extra Works: Variations, additions or omission to the contract works carried out by TRACE, must be requested and subsequently instructed in writing, by the Employer chain, and this will constitute a variation to the contract, for which a charge will be made. Extra works must include mark-up for over-heads and profit; and must not be assumed on an 'at cost' basis. We will not accept verbal instructions unless approved by a company Director. Any work for which we do accept a verbal instruction will be deemed subject to day rates (including travel time) and materials uplift as detailed within this report.

Acceptance periods: Prices quoted are net (including of any discount) and exclude VAT, and are valid for a period of 60 days from the quotation date. Orders should be submitted in writing by fax/email/post, on signed company letterhead, confirming the accepted order total.

Working Times & Access: Our contract assumes that TRACE will have access to be able to complete the work during a continuous working period, this being between 7am and 4pm (this partly including travelling time). Where working times outside of these hours are required they are subject to overtime or nightshift charges. By restricting or altering these working hours, the client accepts the additional associated costs. Works such as breaking or hammer drilling which can create high levels of noise and vibration, are undertaken between 8am and 4pm.

Unhindered access to the working area is to be made available and exclusive possession of the working area shall be given to TRACE for the duration of our operations. The area has to be accessible, safe, well lit, or correctly prepared or this will result in an abortive visit, standing or waiting time for our operation teams caused by unavailability of the work area. TRACE require that the complete area of work is made available to us at any one time, unless agreed within the programme. Where abortive visits, standing or waiting times do occur, our site staff will advise the site chain in writing, with a copy to TRACE for confirming officially with the employer chain.

Delays/Minimum Day Charge/Abortive Visit: Should the client or other occupant/stakeholder delay commencement or completion, or cause standing or waiting time for our operation teams for whatever reason, this shall incur an hourly charge - see day-work rates below. The minimum day charge for an abortive visit is £200.00 per two man team. Any loss to TRACE resulting from additional expenses must be paid for by the client as an extra. Furthermore agreed completion dates may be forfeit.

Where issues outside of TRACE control result in late practical project completion, TRACE cannot be held responsible for any associated liquidated damages or penalties imposed in full or part thereof.

Notice: TRACE may require a minimum 3 working weeks' notice period from receipt of order for the delivery of materials, and depending on the material procurement and manning, this can also apply to each site visit and work stage. Where cancellation or postponement of a start date causes losses to Trace in respect of labour or purchased wasted materials, or loss of profit, such costs will be charged to the instructing client. Temporary postponement must be issued in writing at least 3 days before the originally programmed start date, with revised start dates after such postponement agreed by TRACE.

The Main Contractor shall make adequate allowances in the works programme for our work to be carried out as a non-critical activity. No charges or costs for delays against TRACE will apply unless the Main Contractor has specifically notified TRACE of critical working and critical periods of completion before the order is placed.

Our price is based upon a five day working week, Monday to Friday (40 hours/week including travelling time) and makes no allowance for critical activity working. Overtime, night work and weekend working is chargeable as extra to our price and is calculated at TRACE rates.

Where the number of visits to be undertaken to complete the works is specifically noted under Qualifications in this document, any further visits shall be subject to additional mobilisation charges of £1,500.00 per team visit.

Weather dependent works (Temperature/Rain): All cementitious or other liquid applied systems require minimum five degree Celsius and higher temperatures, and generally no rainfall for 24-48 hours on any exposed treated area for each coat



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of the application. TRACE reserve the right to vary the agreed start date based upon the prevailing weather forecast noted the day before due date of commencement of works.

Whenever weather conditions or conditions arise because of weather that affects the TRACE works, TRACE can suspend work due to the weather for as long as the company considers necessary. No liquidated & ascertained damages nor any other costs or charges will apply because of delays to our works caused as a result of the weather or conditions arising from the weather.

Should the Client or Main Contractor consider the use of tenting to maintain the contract programme then the responsibility and all costs associated with the provision, hire, erection, maintenance, heating, humidity control, ventilation, transportation on site and dismantling shall be borne by the Client or Main Contractor. Tenting must prevent rainfall accessing any part of an applied waterproofing system during the curing process, and repair of damage caused by water is chargeable.

Groundwater/Flooding/Drainage System: Unless otherwise stated within the design/report, systems are designed to protect against groundwater (saturation of the ground) and not flood events where water stands above external ground or basement well levels.

The Trace system is not designed to deal with water containing foul content. Flooding/ingress caused by drainage issues resulting in the introduction of water surged back up from the from drains, or foul or other contamination into the system, is not guaranteed against and should be covered by home and buildings insurance (but please check). Domestic drainage **must be appropriately maintained** and we recommend periodic inspection of this to allow condition to be managed. Flooding as a result of internal plumbing leaks is also excluded from guarantee cover.

As a rule we recommend against direct connections to mains drainage from within a basement, for example a W.C. linked by gravity to main drains, or a gully in the base of an external stairwell linked to mains drains, because in the event of blockage/surcharge, this could flood the basement and we therefore cannot guarantee against this if such details are employed.

Pumping design: Pumps are sized dependent on the area being drained, estimated inflow rates, and the head (height) to which the pumps must move water to the point of discharge. The general principle of design is to engineer in substantial capacity to remove water, while the structure limits ingress so that super low risk levels are provided.

The pump range includes 250watt, 400watt and 750watt pumps, which at an average 3m head move approximately 9000, 14400 and 20400 litres per hour respectively. Each sump system contains two pumps, both discharging through a single 63mm outer diameter discharge pipe, both pumps can operate at the same time with mains power, providing an increased flow rate (note that this is not double the figures quoted).

During power outage a single pump operates via battery back-up. The total volume of water moved by a battery back-up system is dependent on the head, (height to which water is lifted), frequency of pump cycling, and size/number of batteries included. Simplistically the range includes a small (28.3kg), medium (35.3kg) and large (60.0kg) batteries with capacities in ampere hours of 90/100/214 respectively. A 400watt pump, lifting to 4m on large battery will move approx. 12,000 litres. Batteries will be sized using the same principles of assessment applicable to pumps,

Battery back-up is designed to protect in the event of temporary power outage, i.e. where power will be restored within a reasonable timeframe; however energy stored within a battery is only used as and when the pump operates, so intermittent pump cycling will provide protection over a longer period – 4m head with 400w pump on a medium battery starting 4x per hour = 23 hours, on a large battery this would be 48 hours. Conversely, significant ingress will reduce the timeframe of protection.

As waterproofing contractors, TRACE cannot predict the length of future power cuts and it is ultimately the client's responsibility to ensure provision of power in the event of longer term outage. TRACE can be contacted if clients require assistance with this. Additional batteries etc. are chargeable.

It is the responsibility of the main contractor to provide and maintain temporary pumping (usually 110v) until permanent pumps by Trace can be installed. This includes provision of a continuous power supply. We accept no responsibility for any issues associated with temporary pumping on site.

Noise: Note that pumps are mechanical items and make a minimal degree of noise when they run, but are silent when not running. In essence pumps are an electric motor and the associated noise is the hum of the motor,

General: All measures, dimensions and method of measurements shall be agreed prior to commencement of any works.

The Main Contractor shall carry out all protective measures for surrounding areas to protect against overspray or any other impact of TRACE works to surrounding areas, plant and equipment or adjacent surfaces before, during and after TRACE attend site.

The main contractor/client is responsible for site security and preventing public access to any treated areas during TRACE works. The Main Contractor accepts full responsibility and liability to protect the membrane/waterproofing system in general



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from damage after the TRACE works have been completed, tested and certified acceptable. Repairs and the costs of repairs shall be undertaken with costs to be agreed.

The agreed TRACE works shall be solely carried out by TRACE. If the Main Contractor undertakes any of the TRACE works or permits any third party to attempt undertaking any of the TRACE works, either prior, during or after completion all of TRACE works without the permission of TRACE, then the company's liabilities and/or guarantees under the contract shall be invalidated.

TRACE reserve the right to carry out credit checks on you. Subject to the results of checks, TRACE may request a deposit of up to 50% before commencement of works. This deposit must be received and cleared prior to any works being commenced

The maximum amount of Liquidated & Ascertained Damages and/or other costs and charges that can be levied against TRACE under any contract agreement shall be limited to 5% of the order value of TRACE work. Any bond or any other form of security is excluded unless otherwise agreed

All Contracts entered into by TRACE will be executed by hand. No contracts will be under seal with a value less than £1million.

The Company will require your nominated site representative to sign off areas of completed works to enable the Company to apply for stage payments.

Property and goods supplied by TRACE to the Employer for incorporation into the permanent contracted works shall not pass to the Employer until such times as the goods have been paid for in full.

TRACE will not commence work until a programme of work has been agreed with the Employer, giving specific commencement and completion dates. Such a programme, together with an order to proceed must be in writing. Such agreement shall not be unreasonably withheld. TRACE will not be responsible for any delays in the programme arising from abnormal weather conditions, fire, civil commotion, strike, lock-out or accident. TRACE reserve the right to charge for any delay occurring outside their control.

TRACE are unable to guarantee any penetration details that are installed by others. If any service penetrations are added following initial inspection, during the course of works or after, these must be advised to the Trace project Designer and installed in accordance with Trace details, at additional cost. Service penetrations can provide a significant hole through the structure and must be addressed appropriately. New service penetrations must be at least 50-100mm apart.

No responsibility will be accepted by the Company for the standard of works undertaken by builders or other third parties. No responsibility is accepted by the Company for any blemish which may occur to any surfaces as a result of overspray in areas where works are to be executed. Whilst all practical care shall be exercised, it is the client's responsibility to ensure effective coverings are laid in positions to protect adjacent surfaces, prior to the work commencing.

TRACE will not accept liability for failures caused by osmosis or out gassing but will carry out all the necessary precautions to avoid/minimise the occurrence of either.

Clients are required to maintain their property appropriately, this including ensuring that land drains are maintained and free draining, and that drains (surface water/foul) serving the property are maintained in good working order. It is recommended that clients employ drainage specialists to check the efficacy of such systems prior to waterproofing works being implemented.

Where we are called upon to execute works to party walls or within terraced, semi-detached or properties in multi-ownership, it is the responsibility of the Client to inform the owners of the adjacent properties of the proposed works, to ensure there are no objections and to avoid any possible damage to fixtures or contents. (This is a requirement of the Health & Safety Executive and the party wall act).

TRACE will not be liable for any loss or damage however caused or occasioned unless due to negligence or other failure of the Company to perform its obligations under this Agreement or under the general law.

Insurance Backed Guarantees are issued to one property unit address only. Multi-unit properties will have individual guarantees issued.

The Company operates a complaints procedure which, in the unlikely event of a complaint, must be adhered to in order to identify the problem and to be able to solve the complaint or dispute in the speediest fashion. No claim for alleged damage or misconduct will be entertained unless our procedure is followed. (Details available on request).

It is the responsibility of the client to ensure that all electrical circuits and installations within the areas to be treated are located marked, safe and are in good order prior to the commencement of any work.



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Defects identified are not an exhaustive list to the property as a whole, and we can only comment upon visible defects. Where intrusive investigations are carried out, we can only comment on safely accessible areas/elements.

Reports issued by the Company are in the context of diagnostic advice, estimates and or quotations and should not be construed as structural survey reports.

Day work and out of hours rates

(a) Charges extra to measured works for overtime working are

Weekday (i)	From 1730 to 2100 hours	£40.00 per man per hour
Weekend (ii)	From 0800 to 1730 hours	£55.00 per man per hour
Weekday night- time	From 1730 to 0800 hours	£60.50 per man per hour
Weekend night-time	From 1730 to 0800 hours	£70.00 per man per hour

(b) Day work

Weekday (i) Applicator- normal working hours	£30.00 per man per hour
Overtime (ii) Applicator from 1730 to 2100 hours	£45.00 per man per hour
Weekend (iii) Applicator from 0800 to 1730 hours	£45.00 per man per hour
Overtime (iv) Applicator from 1730 to 0800 hours	£55.00 per man per hour

(c) Day work rates: Plant

Van and pump	£400.00 per day
Van and pump	£45.00 per hour

(d) Day work rates: Materials cost plus 15%

Legal Liabilities, Service Contract, Guarantees and Insurance

We ask that our clients take time to read and understand this document clearly. If you have any queries please don't hesitate to speak to us. It is important because it involves the **client protection** we offer.

With the **Insurance Mediation Directive (IMD)** in force from January 14th 2005, implemented to stop people and companies misleading the public, those offering true insurance to the public must comply with the Directive and this has implications on how TRACE inform, deal with and protect their clients.

Service Contract: TRACE offer a maintenance programme that involves checking and servicing the system. The initial service is undertaken six months after practical completion, then annually thereafter or every six months in special cases. This work involves a visual check of the channels, then hosing them out if required, cleaning out the sump/s and testing the pumps where present.

The maintenance charge is shown within our quotation, rising annually by 2.5% from thereon for inflation. It covers the on-site service and a 'service pack', including replacement of important seals and valves, along with alarm batteries, within the price. GPI do not cover the cost of new pumps or batteries because, as with a car, replacing them forms part of the ongoing servicing regime.

Extra charges will occur in time. For example, pumps and main batteries are covered under the manufacturer's guarantee for one year, then replaced as and when necessary at cost, plus 25% mark up. This must include main 'battery backup' batteries every three to five years where present subject to our engineer's inspection, and pumps at least every five years, ensuring they remain in good working order. This can vary because different systems will experience different levels of use or 'wear & tear'. Refusal to replace pumps/plant invalidates guarantee. We will try and give one years notice in respect of when plant will require replacement, i.e. on the service visit prior.

Where systems require treatment with anti-lime fluids to break-down salt deposits (generally very wet remedial schemes), fluid is charged at £20.00+VAT per litre and additional charges will apply for time on site. If you require current prices for guidance, please request further. *Claims on manufacturers pump warranties covers replacement plant only, installation costs are chargeable.*

In some cases clients request ten year service costs, and it should be noted that we cannot control supplier plant costs and that these costs are best estimates. In the event of pump (for example) costs rising beyond projected figures, the additional costs would be passed on to clients.

Whilst TRACE are only allowed to 'offer' the maintenance programme, it must be taken out under the terms of our guarantee because, as with a car, the 'vehicle', in this case the channels and sump/pumps, must be serviced. TRACE will endeavour to contact clients to arrange system service; however it is the clients responsibility to ensure that system service is arranged with TRACE to maintain guarantee cover. Maintenance by third parties is only acceptable where agreed in writing and



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instructed by TRACE, maintenance by unauthorised third parties voids guarantee cover. Many of our competitors advise clients that any third party can service the system equipment, which in our opinion gives them good opportunity to escape liability in the event of a problem arising.

Guarantees: This Contract is subject to the law of England and Wales.

North West Damp Proof Services Ltd t/a TRACE BASEMENTS/Trace Remedial Building Services, issue long term Guarantees for its specialist waterproofing works (guarantees are for ten years unless otherwise stated), and subject to Terms & Conditions of Guarantee warrants that in the event of breakdown or leakage of tanking or membrane systems, will undertake such work as the Company may deem fit to remedy such defects.

Terms and Conditions of Guarantee where offered:

1. Nothing contained under the Terms and Conditions of the Guarantees shall be construed as depriving either the beneficiary or the Guarantor of their respective rights under common law.
2. Subject to compliance with the Terms & Conditions, the Guarantees shall apply during the periods in force to any owner or owners of the property treated. Formal written notice of change of ownership should be made to the company, whereupon, and subject to payment of the Company's current charge, a note shall be made of the interest in the warranty and new Guarantee Certificate issued for the balance of the guarantee period.
3. The acceptance by the Guarantor of any claim for re-treatment under the Guarantee shall be conditional upon:
 - a) payment of the Company's current re-inspection fee (refundable in full, if the claim proves to be the responsibility of the Company);
 - b) the satisfactory execution of any structural or other alteration recommended by the Guarantor;
 - c) the full and proper maintenance at all times of all water systems and other services in the property (the client is responsible for arranging this – maintenance of TRACE'S system to be undertaken by TRACE and not third parties (unless agreed by TRACE in writing);
 - d) all reasonable precautions being taken to protect the property from dampness at all times, both internally and externally.
4. The Guarantee shall not apply to:
 - a) Any areas not fully treated in accordance with the Guarantors specification, due to the Client's instructions or to circumstances beyond the Company's direct control.
 - b) Any parts of the guaranteed areas which are repaired, altered or added to after completion of the guaranteed treatments, or in the case of tanking or membrane installations – piercing or invasion through the systems.
 - c) Defects arising due to subsidence, fire or flood. (Flooding above ground or exceeding pump flow-rate capacity).

5. Trace guarantees will not be issued until we receive payment in full.

Insurances: TRACE maintains £2.5m Professional Indemnity Insurance (for any one claim) covering advice give on the property. This basically protects both the client and TRACE in the event of a claim.

What the public do not realize is that 98% of the other 2,500 or so purported specialist remedial companies in the UK keep them in ignorance of the fact that in the event of a claim when not insured, the company's guarantees are only as good as their often inadequate net assets.

Whilst TRACE continues to trade you have the protection of our Professional Indemnity insurances, but how can you protected yourself in the unlikely event that TRACE ceases to trade?

To cover even this remote possibility we offer Guarantee Protection Insurance (GPI) insolvency insurance, please see the attached Leaflet and Policy Summary for your consideration.

Note that to obtain GPI insurance, clients must pay in full for all Trace works, also including the additional sum quoted for the optional GPI cover. Trace company guarantees are then produced and issued directly, while the insurance premium is paid to GPI by Trace, who will then process the application and send the insurance documentation directly to the client (this being whomever pays us).

Clients should then keep a file containing original reports, the Trace guarantee, the GPI insurance documentation and proof of payment, plus proof of system maintenance by Trace.

The GPI Policy summary follows.



Policy Summary

For Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance

This Summary contains **keyfacts**[®] about Your Policy

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance is underwritten by Guarantee Protection Insurance Limited ("GPI")

This document provides only a summary of the main benefits available under the Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance and the Policy terms and conditions. For full details of all Policy benefits and all terms and conditions You should read the Policy of Insurance document and Schedule, a copy of which will be provided immediately after Your Policy is taken out or at any time on request.

On receipt of Your Policy of Insurance document, You will have time to decide if You wish to cancel the Policy – see "Your Right to Cancel" below.

Type of Insurance

The following significant features and benefits, subject to the following significant or unusual exclusions and limits, will be included in Your Policy:

Features and Benefits

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance will meet the reasonable costs of remedial works falling within the scope of the Long-term Guarantee issued by the Contractor to You in respect of the Insured Works, if the Contractor has ceased to trade and is unable to discharge their obligations under the Long-term Guarantee. These remedial works will specifically relate to:

1. commencement, continuance or recurrence of Infestation in any of the timbers treated against Infestation or re-Infestation in the Insured Works; or
2. recurrence of Rising Damp in any of the walls in which the installation of chemical or physical damp-proof course or approved electro-osmotic system for the cure or prevention of such damp was provided; or
3. failure of a Remedial Wall Tie or Lateral Restraint installation; or
4. breakdown of an External Water Repellent membrane; or
5. breakdown of the Structural Waterproofing works insured.

The Period of Insurance is ten years from the Commencement Date or such shorter periods as stated in the Contractor's Long Term Guarantee.

In the event that the property is sold no assignment of the Policy to the new owner is necessary.

Significant/Unusual Exclusions or Limitations

Like every insurance policy, the Policy of Insurance excludes some situations and You should read the Exclusions section on the reverse of the Policy carefully.

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance can only be claimed upon when the Contractor has ceased to trade. If the Contractor is still trading then any claim under the Contractor's Long Term Guarantee must be made to the Contractor.

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance only covers work which is covered by the Contractor's Long Term Guarantee. Any loss or damage, such as re-plastering, relating to works not covered by the Long Term Guarantee will not be covered by the Policy.

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance only covers work carried out by the Contractor. For example if the floor and roof joists need woodworm treatment but only the roof is treated by the Contractor, the floor will not be insured.

You must pay a Claim Survey Fee when making a claim. The amount on the Commencement Date of the Policy is £100. However, We have the right under the Policy to increase this amount by an amount of 2.5% per annum for each completed year of the Policy. In the event of a valid claim, the amount of the Claim Survey Fee will be returned to You but the amount of the Excess will be retained by Us towards the cost of a claim.

You must contribute the amount of the Excess shown in the Schedule towards the amount payable in respect of each and every claim intimated under the Policy.

You are required to keep Your property in a good and proper state of maintenance and any works recommended by the Contractor must be carried out within the time specified by the Contractor (or within 12 weeks of completion of the Contractor's work if no specific time has been mentioned).

The maximum sum payable by Us under Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance is the original Contract Price shown in the Schedule plus 20% or £500, whichever is the higher amount.

Whilst Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance will pay for appropriate remedial works to the Insured Works, it will not meet the cost of any loss that is suffered that is not specifically related to these costs and any other costs that are indirectly caused by the event which led to a claim, unless specifically stated in the Policy. For example; damages to furniture or equipment, loss of profits, interest, business or goodwill, the costs and expenses of any redecoration, repainting or retiling work, the costs and expenses of removing and/or replacing any cupboards, carpets or other furniture, or any other fixtures or fittings, will not be covered.

Defects resulting from structural alterations to the property in which the Insured Works are located will not be covered by Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance.

Remedial Work undertaken by You or a firm instructed by You, which have not been agreed by Us, will not be covered by Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance.

IMPORTANT INFORMATION

Your Right to Cancel

You have a statutory right to cancel the Policy within 14 days starting on the date that You receive the Policy of Insurance documentation.

If You wish to cancel Your Policy please write to Us at The Administration Department, Guarantee Protection Insurance Ltd, PO Box 26332, Ayr, KA7 9BJ and return all original insurance policy documentation to Us. Upon receipt of Your notice of cancellation, We will refund any premiums that You have paid.

Should You wish to cancel after the 14 day period, there will be no refund of premium.

How to Make a Claim

Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance can only be claimed upon when the Contractor has ceased to trade. If the Contractor is still trading then any claim must be made to the Contractor. However, if the Contractor has ceased to trade then You may make a claim under Damp Proofing, Timber Treatment, Wall Tie, Lateral Restraint and Structural Waterproofing Insurance.

Should You wish to make a claim, You should write to The Claims Department, Guarantee Protection Insurance Ltd, PO Box 26332, Ayr, KA7 9BJ as soon as possible or telephone Us on 01292 268020. Please refer to the section headed "Making a Claim" in Your Policy of Insurance document. You must give Us any information or help that We ask for, including the provision of the following original documentation:

- (i) the Contractor's Report(s), estimate and any drawings; and
- (ii) the Contractor's Long Term Guarantee specifying the work guaranteed; and
- (iii) the Contractor's Receipted Invoice or proof of payment.

In the event of a claim You are required to pay a Claim Survey Fee of £100 in addition to the Excess detailed in the Schedule. In the event of a valid claim, the amount of the Claim Survey Fee will be returned to You but the amount of the Excess will be retained by Us. In the event of a claim that is not accepted or provided for under this Policy by Us, the Claim Survey Fee will be retained by Us to cover the cost of the inspection carried out, but the amount of any Excess paid will be returned to You.

Complaints

We aim to give all customers a high standard of service at all times. However, if You have cause for complaint, You should contact Us at The Complaints Department, Guarantee Protection Insurance Ltd in writing at PO Box 26332, Ayr, KA7 9BJ.

Should You remain dissatisfied and We have issued You with Our final decision, You may have the right to refer a complaint to:

The Financial Ombudsman Service (FOS), Exchange Tower, London, E14 9SR

There are some instances where the FOS is unable to consider complaints. This procedure will not prejudice Your right to take legal proceedings.

Financial Services Compensation Scheme

We are a member of the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if We cannot meet Our obligations. This depends on the type of business and the circumstances of the claim.

Further information about compensation scheme arrangements can be obtained by telephoning the Financial Services Compensation Scheme on 0800 678 1100 or by writing to Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU. Website www.fscs.org.uk

Other Important Information

Guarantee Protection Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our registered office is 14 Castle Street, Liverpool, L2 ONE. Incorporated in England & Wales No. 3326800.

We are listed on the Financial Services Register under the Firm Reference Number of 207658. This can be verified by visiting the Financial Services Register's website at <http://www.fsa.gov.uk/register/home.do> or by contacting the Financial Conduct Authority on 0800 111 6768.

The Law Applicable to the Policy

The law applicable to this Policy is that of the legal jurisdiction in which the Insured Works are situated.

N.B. The acceptance of any proposal for insurance is not automatic but is entirely at Our discretion. We exchange information with other insurers through various databases to help Us check information provided and to prevent fraudulent claims.



Make a good deal better, ensure your guarantee is insurance backed.

Are you worried about finding the correct contractor for your needs?

There are many ways to choose a contractor but it is more reliable to look to those who are members of recognised trade bodies such as the Property Care Association (PCA) and those that are able to offer Insurance Backed Guarantees (IBGs) for up to 10 years from the completion of the work.

Contractors should issue a long term guarantee for the work they have carried out. This means that you should be protected, subject to terms and conditions, if the work fails within the term of that long term guarantee.

However, what happens if the contractor is no longer trading?

Members of the PCA are able to offer IBGs, provided by Guarantee Protection Insurance Ltd (GPI), to safeguard your long term guarantee. By obtaining an IBG through your chosen contractor you will be protected in the future if faults arise in the works undertaken and the original contractor has ceased to trade.

What is an IBG?

The general principle of an IBG is simple. It will honour the terms of the long term guarantee, originally issued to you by your contractor, where that contractor has ceased to trade and is, therefore, unable to meet their guarantee obligations by carrying out or meeting the costs of remedial works that may be required during their long term guarantee.

Guarantee Protection Insurance Ltd is registered in England as a Limited Company, with the registration number 03326800, and the registered office of 14 Castle Street, Liverpool, L2 0NE. Guarantee Protection Insurance Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Firm Reference Number on the Financial Services Register is 207658.

Most contractors provide guarantees, often between 2 and 30 years.

However, not all of these will have the backing of an insurance policy.

Imagine that a problem develops with the work and you try calling your contractor only to discover they have ceased to trade.

Who is going to put matters covered under your long term guarantee with them right? More importantly who is going to pay for it?

All too often the answer may be you - unless you have been given, or have taken out, insurance which supports these guarantees.

The solution -

An insurance backed guarantee

If a defect should occur with work done on your property, which is covered under a long term guarantee previously given to you by a contractor who has ceased to trade and where you have the benefit of an IBG from GPI, you would make a claim to GPI.

GPI would collect a completed claim form from you as well as copies of some important associated documentation in relation to your original works. Once this is received a re-inspection of the works would be organised by GPI and this would be carried out by an alternative PCA member contractor.

There is a re-inspection fee payable (of approximately £150) in respect of each and every claim. The fee would be returned to you, should the claim be valid, once the relevant excess amount has been deducted.

Where the re-inspection report confirms defective works that would have been covered by the original contractor's long term guarantee, GPI will meet the reasonable costs of remedial works that are required. An Insurance Backed Guarantee meets the demands and needs of those who have had improvement work carried out on their property and require insurance protection to provide financial recompense in the event that the original contractor has ceased to trade and is unable to honour the terms of their long term guarantee.

For full details of the cover provided by an Insurance Backed Guarantee, as well as details of any significant or unusual exclusions or limitations of the cover, please see a copy of our Policy Summary, which is available on our website:

www.gp-insurance.co.uk/pca-insured-guarantees.php

How do I get an insurance backed guarantee?

When quoting for works, your PCA member will include a policy or provide you with a quotation for a GPI Insurance Backed Guarantee. GPI can provide insurance cover for a period of ten years and only a one-off premium payment is required. The quotation will confirm the premium applicable and there may be an administration fee charged by the contractor (not more than £35).

If you wish to proceed with the purchase of an Insurance Backed Guarantee, you would simply confirm this to your chosen PCA member contractor and pay the appropriate premium, administration fee and Insurance Premium Tax. Once the works are fully completed to your satisfaction you will be provided with a long term guarantee by your chosen contractor and GPI will forward you your policy documentation for your retention.

Comparison

GPI IBG vs contractors stand alone own guarantee

> Who are GPI?

GPI is a UK based general insurer, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. With many years' experience, GPI specialises in the provision of IBG's.

Insurance Protection covering:
Damp Proofing, Timber Treatment, Wall Ties,
Lateral Restraints and Structural Waterproofing

Actual Period of Cover

Insurance Policy for Each Property

Protects against contractor ceasing to trade

Underwritten by a UK based, authorised and regulated insurance company

GPI Insurance

Up to 10 years



Contractor Guarantee (only)

Only for as long as the contractor is trading



CONTACT US: If you have any queries about the cover provided by an Insurance Backed Guarantee, (your Contractor is not able to discuss the cover with you as they are not a regulated firm, however GPI are happy to answer any enquiries that you may have) please address them direct to GPI by:

telephoning during office hours: **01292 268020**

sending us an e-mail at: **info@gp-insurance.co.uk**

or visiting our website: **www.gp-insurance.co.uk**

Guarantee Protection Insurance Ltd is registered in England as a Limited Company, with the registration number 03326900, and the registered office of 14 Castle Street, Liverpool L2 0NE. Guarantee Protection Insurance Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Firm Reference Number on the Financial Services Register is 207658.